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Middlesex County Culture Goes Mobile!

Text culture to 56512

Scan 

www.co.middlesex.nj.us

2017 History Grants

Guidelines & Instructions for the Grant Cycle

January 15, 2017 to December 31, 2017

Middlesex County Board of Chosen Freeholders

New Jersey Historical Commission

Middlesex County Office of Culture & Heritage

703 Jersey Avenue, New Brunswick, NJ 08901-3605

Voice 732.745.4489, TTY users only 732.745.3888

Applications are due on or before

Friday, July 1, 2016 - Midnight

To apply, go to our website www.co.middlesex.nj.us

Search for **History Services and Grants** 



Grant Writing Workshop

Tuesday, June 7, 2016 - 5:30 pm

East Jersey Old Town Village

1050 River Road, Piscataway

To register for the workshop

Please contact us at 732.745.4489

or culturalandheritage@co.middlesex.nj.us

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Grant Application Timeline

Grant Writing Workshop	Tuesday, June 7, 2016 – 5:30pm
Grant Applications are due	Friday, July 1, 2016 – Midnight
Signed Signature Page is due	Wednesday, July 6, 2016
Panel Sessions are convened	July 2016
Grants awarded	October 2016
Grant Contracts are due	November 2016
First Payment will occur	January 2017

For Questions Contact County History Services, Michael Moran, Coordinator
732-745-4141 or michael.moran@co.middlesex.nj.us

History Grant Program

The mission of the Middlesex County Office of Culture and Heritage is to develop County-wide programs that promote public interest in local and County history, arts, and cultural values and the goals and traditions of the community, the State and the nation. We are pleased to offer history grants to Middlesex County-based organizations for history projects, technical assistance and staffing needs.

Who Can Apply?

All applicants must be based in Middlesex County and have their grant-funded activities take place in Middlesex County only. Applicants may include Nonprofit organizations with a FEIN/EIN Employer Number or municipal agencies. Organizations may apply for only one grant during each cycle.

Organizations Eligible to Apply	Eligible Categories		
	Project	Staff	Technical Assistance
Historical Societies/Historical Commissions	X	X	X
Preservation Groups/Cemetery Preservation Groups	X	X	X
Historic Sites/Museums	X	X	X
Libraries	X		
Departments of Parks & Recreation/ Other Municipal Groups	X		
Human Relations Groups/Civic Groups	X		
Community Organizations/Other Cultural Groups	X		
Arts Commissions/Celebratory Commissions	X		

History Grant Funding Priorities

- Represent non-traditional collaborations
- Represent local history to include women and/or diverse populations
- Serve culturally diverse populations
- Serve constituents with disabilities or considered underserved population segments
- Present New Jersey history through innovative projects and approaches
- Engage young people in the process of historic interpretation or critical thinking

History Project Grant

\$1,000 or more (Cash Match Required) New this year!

History Project Grants must have a specific start and end date and will rarely extend past 12 months. A project is narrowly focused, with a definitive goal or theme. A project happens once, although an annual event is acceptable, such as a festival or holiday program. A project may be a series of lectures or presentations, if this series is integrated by a narrow theme. Projects must increase access to New Jersey history and expand upon the knowledge of New Jersey history or improve management of local history groups.

Examples of Funded History Projects

- **Original Research** for and preparation of nominations to the National or State Register of Historic Places or research for historic preservation projects
- **Oral History and Transcriptions** documenting untold histories including women, veterans and diverse communities
- **Publications** – Research to prepare, write, and edit and for printing costs
- **Public Programming** – lectures, exhibitions, symposia on local or State history
- **Educational components in support of commemorative events**
- **Research Tools** – Indexes, cemetery locators and databases
- **Digital Media** – Digitization of historic material to make it available to the public
- **Conservation/Preservation of Historic Materials** – Manuscripts, books, clothing, furniture, photographs, film and video

History Technical Assistance Grants

Request between \$1,000 and \$3,000 (Cash Match Required)

Use the Project Application Form

Contact the History Services Coordinator to discuss your project activities

History Technical Assistance Grants are utilized solely to improve and develop internal organization functions for future projects. Technical Assistance Grants strengthen management skills, improve board functions, undertake long-range planning with a consultant, or to conserve documents or artifacts. Technical Assistance Grants fund the hiring of a planning consultant or a conservator to help preserve artifacts; purchase of archival materials (such as boxes, acid free storage items and acid free papers); and implementation of a conservation plan. History organizations are advised to obtain a free professional assessment service of a collection, to determine a conservation plan by contacting the County's History Service Coordinator. Caucus Archival Projects Evaluation Service (CAPES) is funded by the New Jersey Historical Commission. Once an evaluation is made, grant funding can be used to follow the recommended conservation plan.

History Project and Technical Assistance Grant Details

Grant Funding Allowable Uses

- Honoria to historians, researchers, consultants, speakers and guest curators
- Photo reproduction of images for exhibition or display
- Costs to mount an exhibition
- Development and printing of promotional materials to advertise your event, advertisements placed in local press
- Supplies when directly related to your project
- Supplies for conservation (Historic artifacts or documents)
- Postage, telephone and online marketing when directly related to your project (May not be used to fund Internet service)
- Marketing and graphic design costs for a publication, an educational brochure or monograph
- Research toward a publication or public program that you clearly describe in the grant application
- Digitization of material not already readily accessible to the public online through another institution

Grant Funding Disallowable Uses

- Re-enactors or actors for historic re-enactments
- Coloring books, cook books or calendars
- Construction, erection or restoration of monuments, preservation of gravestones, commemorative plaques or statues
- Work or time of your board members, even when they are speakers, docents, contributors to a publication or curators, or for any other service
- Equipment or items with a life of 3 years or more
- Supplies for everyday activities of your group
- Maintenance, restoration or renovations
- Deficits or losses from other events or projects
- Research when there is not an obvious public benefit
- Scholarships, prizes or awards of any kind
- Purchase of historic artifacts or replicas
- Food, refreshments or other hospitality costs
- Any project or part of a project that is already completed

Required – History Project/Technical Assistance Supporting Documents must be Uploaded to Online Application

- Resumes or biographies of historians or consultants to be hired
- Brochures, flyers and press clippings of an organization's activities
- **If new**, submit articles of incorporation and IRS 501c3 status letter

History Staffing Grants

Request between \$1,000 and \$3,000 (Cash Match Required)

History Staffing Grants are available to non-profit history museums, historic sites, historical societies/commissions, and preservation groups. Funded staff must work solely for the purpose of history or preservation. Minor expenses relating to the staff activities may be charged to the staffing grant. A staffing grant may be used to fund one position per applicant. Or you may hire more than one person to perform docent or tour guide functions over the course of one year, if you can demonstrate the staff will add hours of public access to your site. Special circumstances may be discussed with the History Services Coordinator.

Allowable Staff Categories

- Director
- History Educator
- Publicist
- Volunteer Coordinator
- Curator
- Coordinator of Public Events
- Membership Coordinator
- Docents

Staffing Grant Funding Priorities

- Increase the hours of operation of your historic site
- Enhance your ability to educate the public about New Jersey and improve access to New Jersey history
- Increase your audience and attract an audience from diverse communities
- Hire minority staff or persons with disabilities
- Employ the highest quality historians, humanists, archaeologists, preservationists, archivists and librarians for staffing duties

Required – Staffing Grant Supporting Documents must be Uploaded to Online Application

- Resume of staff person to be hired
- Brochures, flyers, and press clippings illustrative of an organization's activities
- If new, submit articles of incorporation and IRS 501c3 status letter

Allowable Activities May Include

- Financial duties
- Tour guide functions
- Report writing
- Registrar duties
- Development of brochures, public relations
- Staff must be 18 years of age with the exception of docents
- Management of the organization
- Press and media responsibilities
- Long-range or project-based planning
- Conservation of documents or artifacts

Or a Combination of the above

Disallowable Activities Include

- Coordinator of fundraising events
- Artists or graphic artists
- Consultants, as these are not staff
- Board members, even if they perform staff functions
- Equipment of any kind
- Food or refreshments
- Travel expenses, conferences, meetings

Grant money cannot be used to hire minors

Budget Requirements for All Grant Types

History Grants are intended to enhance a history project or access to historic sites in Middlesex County. Your organization is required to expend organization funds based upon the cash match requirements outlined for each grant category. The online application requests organizations to list all In-Kind resources that contribute to your project. Utilize the online In-Kind booklet available in the application to determine values.

Cash Match Requirements

History Project Grants/History Technical Assistance Grants

- Organizations with an annual budget of \$5,000 or less should provide a cash match equal to 25% of the grant amount. (i.e. an organization requesting \$2,000 must contribute at least \$500)
- Organizations with budgets of \$5,001 or more must provide a cash match equal to 50% of the grant amount. (i.e. an organization requesting \$2,000 must contribute at least \$1,000)

Staffing Grants

All Staffing Grants, regardless of the organization's budget, require a cash match of 25%.

Legal Compliance

Applicable Law

Grantees must comply with all applicable State and Federal laws, and will be required to agree to the same in their grantee contract. Grantees shall remain in good standing with all State and Federal filings, as required by law.

American with Disabilities Act (ADA)

The ADA law was enacted more than 20 years ago and applies to you! ADA is Civil Rights legislation. If you are not in compliance with the law, you are denying a person with a disability their Civil Rights. **Historic sites are not exempt from ADA compliance. All grantees must be ADA compliant.**

Middlesex County History Grant Timeline & Process

Grant Writing Workshop – Tuesday, June 7, 2016 - 5:30pm

Submit Applications Online – Friday, July 1, 2016 - Midnight

No paper applications are accepted. Applicants will be required to enter their FEIN/EIN Employer Identification Number. You will upload supporting documents, such as resumes or publications, into the application.

Grants are Reviewed – Summer 2016

Grants Awards are Announced in October 2016

Middlesex County Office of Culture & Heritage staff will determine your organization's eligibility for funding based upon successful completion of the online application, past performance (if applicable), and incorporation status. A panel of independent professionals, with high quality expertise in history fields, will evaluate your proposal. The panel of history professionals and the Middlesex County Cultural & Heritage Commissioners prepare recommendations for review by the Middlesex County Board of Chosen Freeholders, who approve all grants. If you have been denied funding, you will receive a letter explaining why you have not been funded. You may appeal, but only if you can demonstrate that the panel misinterpreted your application. You cannot submit new information. Appeals must be in writing. You will be notified of the outcome.

Award Letters and Contracts are Emailed – October 2016

Award letters will be emailed to organizations with a copy of the panel's comments, and notifications of stipulations in the funding award. The grant contract will be emailed to your organization with processing instructions. Once your signed contract is received by the History Services Coordinator, it will be forwarded to the Clerk of the Board and the Freeholder Director for signature.

Payments

Miscellaneous Payment Vouchers will be issued and emailed to your organization. Payment will be issued in two installments. First payment, 75% of the award, will be issued approximately 30 days after successful completion of the grant contract and signature of a miscellaneous payment voucher. The second and final payment, 25% of the award, will be issued following the successful completion of a final report and signature of a miscellaneous payment voucher.

Grant Evaluation

On-Site Evaluations

An on-site evaluation will be conducted on our grant recipients by a member of our staff, our Board of Commissioners, or by an evaluator hired for this purpose, assessing quality, public response and ADA compliance. A Project Change Form will be provided to organizations to report changes in dates, locations, or staff. Groups approved for funding must attend at least one (1) Technical Assistance Workshop, offered or recommended by us or the State of New Jersey, during the grant cycle in order to strengthen your skill set and knowledge base.

Final Report – Filed by January 20, 2018

A final report is required for all grant recipients, and must be filed by January 20, 2018. Final payment will not be issued without the mandatory final report. Groups planning to apply for the 2018 cycle must be in good standing in reports and compliance.

Other Resources

Technical Assistance Workshops

Open to all – seminars with recognized experts in all aspects of arts and cultural management, administration and fundraising for staff, boards and other volunteers. Most sessions are offered free of charge but require advance registration.

Art History Preservation Lending Library

A comprehensive lending library is available for loan or reference, consisting of over 2,000 publications. Email culturalandheritage@co.middlesex.nj.us or call 732-745-4489.

For Persons with Disabilities

For all workshops, events, and meetings, assistive listening services are available. Additionally, the services of a sign language interpreter for the hearing impaired are available, provided two weeks advance notice of need is received. Guidelines and brochures are available in large print and Braille. The Office will gladly assist in the preparation of grant applications for persons with disabilities. Grantees may also borrow assistive listening devices for their programs.

Middlesex County Culture Goes Mobile Text “culture” to 56512



Middlesex County Office of Culture and Heritage has added a new smart phone mobile site to promote cultural events, programs and workshops held throughout the County. Visitors can access cultural events from www.co.middlesex.nj.us and from its new mobile phone application. Patrons simply text “culture” to 56512 from their smart phones or tablets to access event information or scan the QR code with your smart phone. Grantees are invited to submit their events, which are promoted on the mobile site through our network of public/private partners. Take advantage of this FREE PUBLICITY opportunity to expand your audience. Come grow with us!

Legal Notice

Liability

Middlesex County and the Middlesex County Office of Culture and Heritage shall not be held liable for work it has funded that is plagiarized or fraudulent or which contains inaccurate historical content. Middlesex County and its staff shall not be held liable for the safety, security, or comfort of persons participating in funded events. An award of a grant does not constitute the endorsement of the final product by Middlesex County. Grantees and their boards shall be held liable for any and all of the aforementioned and must carry proper insurance that names the County of Middlesex as “additional insured.”

Credits

In all media announcements and printed and digital materials, such as websites, newsletters, brochures, posters, invitations, monographs, books, press releases, flyers, podcasts, video, TV (broadcast or cable and radio PSAs), you must credit the *Middlesex County Board of Chosen Freeholders and the New Jersey Historical Commission/A Division of the Department of State*. Local and state officials have supported your efforts – please recognize their assistance with proper credits as seen below and **NO smaller than 10-point type!**

Grant funding has been provided by
The Middlesex County Board of Chosen Freeholders
Through a grant provided by the New Jersey Historical Commission,
a Division of the Department of State

How to Submit an Online History Grant

1. To apply, visit www.co.middlesex.nj.us. Search for Add this link to your favorites for easy access.
2. **Returning applicants:** Please maintain the same account and just login.
3. **For new applicants:** Click sign-up to register and create a password. Check your email and confirm registration. Begin a new application.

Important Online Settings/Information

Browser Settings

- Internet Explorer 8 or higher is recommended. The application is also compatible with Chrome, Safari and Firefox.
- Set your browser to “accept cookies” as this feature must be activated to complete all forms. You can always return to your preferred settings once the grant is submitted.

Password Access

- If you wish for more than one person to work on the grant (for instance, the treasurer of your group to complete the budget section), then you must use the same password.

Application Process

- For narrative questions, you may copy text from a Microsoft Word document and PASTE the text into the narrative boxes. This feature is for TEXT only.
- Saving your work is done automatically for you when you navigate from one page to the next.
- Be sure to click ‘save and exit’ in order to save your work and go back to the documents at another time.
- All supporting documents will be uploaded as PDF documents. Follow instructions in the forms.
- You will receive an email acknowledging the receipt of your application.
- Print a copy of the receipt for your files as a record of your application.

Application Signature Page: Print and Mail

- Print **one copy of the signature page**, obtain the appropriate signature and mail this to the Office of Culture and Heritage. It **must be postmarked no later than Wednesday, July 6, 2016**. This is the only item to be submitted in hard copy.